

# **LAFAYETTE POLICE DEPARTMENT**

## **MINIMUM QUALIFICATIONS**

### **NO EXCEPTIONS ARE MADE TO THE FOLLOWING MINIMUM QUALIFICATIONS**

1. **CITIZENSHIP:** An applicant must be a citizen of the United States of America.
2. **AGE:** An applicant must be, at the time of application, at least twenty-one (21) years of age.
3. **FELONY CONVICTION:** An applicant may not be appointed if he/she has a judgment of conviction for a felony.
4. **HIGH SCHOOL GRAD:** An applicant must be a graduate of a duly accredited high school and must supply a copy of his transcripts with the completed application form. An applicant who has received a G.E.D. from an accredited high school or the military shall be considered as having graduated from an accredited high school.
5. **CHARACTER:** An applicant must be of "good moral character".

## **TRAFFIC AND CRIMINAL HISTORY**

All candidates' traffic or criminal histories will be reviewed and may serve as a basis for disqualification from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given but not limited to the pattern of violations, seriousness, surrounding circumstances, number of incidents, and their recency. Conviction of a felony or the reasonable belief the candidate committed a felony will be cause for immediate disqualification.

## **APPLICATION/APPOINTMENT PROCESS**

- 1.) Applicants must submit a completed application form, along with all requested documentation prior to the cut off date established for each applicant test pool. The test pool shall consist of those applicants taking the aptitude test. Each applicant must take the next available aptitude test from the date his or her application is submitted. Any applicant who fails to qualify at any phase of the application process or whose application is not considered during a particular test pool period may reapply after sitting out one testing period.
- 2.) Each applicant must take and pass minimum aptitude and agility tests to determine physical condition and general aptitude in order to remain in the testing pool. Testing time, date, and location will be provided with each application form. A description of the agility test will also be provided with the application. Agility and aptitude testing is generally done on the same day at the same location. Due to cost considerations it will not be possible to offer make-up aptitude testing opportunities.

## APPLICATION/APPOINTMENT PROCESS (*CONTINUED*)

- 3.) Applicants who successfully pass the aptitude and agility tests will be required to take a polygraph test which will be administered by a qualified polygraph examiner.
- 4.) The next phase of the process is a formal interview with the Captains of the police department who will interview and rate the applicants. Their recommendations will be forwarded to the Lafayette Police Civil Service Commission.
- 5.) Those applicants who are recommended by the Board of Captains following interviews will move next to the Background Investigation phase. Trained investigators will be assigned to look into every aspect of the applicant's life. The Lafayette Police Department wishes to hire conscientious persons with integrity and good character. An investigator will check for a criminal history, examine your driving record, and canvass current and former neighbors for an understanding of your good and bad qualities. Past employers, co-workers, friends, acquaintances, teachers, family and others may be contacted. This step in the process may take several weeks to complete and may require further information be provided to the investigator. This phase usually begins with an in-depth interview with the investigator at a location of the investigators choice. Each applicant who reaches this stage will be required to provide a current "credit report" from one of the national credit reporting agencies. This will be provided at the expense of the applicant.
- 6.) The Lafayette Police Merit Board will interview applicants who have *a. passed the aptitude test, agility test, polygraph test; b. had background investigations completed; and c. been favorably recommended by the Board of Captains.* The Merit Board shall also review all applications of applicants who do not receive a favorable recommendation from the Board of Captains and at its discretion, determine whether to interview the applicant. After interviewing applicants the Board will determine whether to make a conditional offer of employment to the applicant.
- 7.) An applicant's appointment is conditional upon meeting the provisions for membership in the 1977 Police Pension and Disability Fund (PERF) under IC36-8-8-1 et. seq. (IC 36-8-3-21). After extending a conditional offer of employment to an applicant a physical examination and psychological evaluation will be completed (at no cost to the applicant) and results of those examinations will be presented first to the local Pension Board for their review and a brief interview with the applicant and finally to PERF for their approval. Approval from PERF can take up to 4 weeks.

The entire process from test date to being sworn-in as a Lafayette Police officer can take several months. We will contact you as you progress through each phase and those applicants who are disqualified at any phase will receive a notice of such disqualification in writing.

The employment of any applicant is considered probationary for a period of one (1) year and that may be extended for a period not to exceed 6 additional months, upon the recommendation of the Chief.

**THE LAFAYETTE POLICE DEPARTMENT  
is  
AN EQUAL OPPORTUNITY EMPLOYER**

The City of Lafayette prohibits any discrimination against any employee or applicant on the basis of race, sex, religion, national origin, marital status, veteran status, physical or mental disability, sexual orientation, or any other legally protected characteristic. This policy applies to all employees and applicants for employment and to all phases of employment including hiring, placement, promotion, demotion, lay-off, transfer, compensation and training, and termination of employment

Mayor Dave Heath

*Dave Heath*

August 1, 2001

To be returned with completed application.

## Physical Agility Test Waiver of Liability

For, and in consideration of the undersigned being given the opportunity to participate in and complete a Police Performance Fitness Test given by the Lafayette Police Department the undersigned, in order to avail himself of said opportunity, recognizes and assumes any and all risks pertaining thereto and hereby releases the City of Lafayette, its officials, officers and all other personnel of the City of Lafayette, Indiana from any and all liability he, his heirs, dependents and assigns may sustain during such fitness test. The undersigned also releases and holds harmless the, officials, officers or personnel or owner of the physical facility or location where this test is performed.

I fully understand that this test will involve periods of physical exertion and I agree that I will follow any instructions that might be given during the course of this test. I agree that I do wish to participate in said test at my own risk and liability.

Printed Name of Participant \_\_\_\_\_  
Print your name legibly.

Signature of Participant \_\_\_\_\_

Witness to Signature \_\_\_\_\_  
Witness sign here.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Day Month year

To be returned with completed application.

**Misdemeanor Crime of Domestic Violence Notice**

The Omnibus Consolidated Appropriations Act of 1997 made it unlawful for any person convicted of a "Misdemeanor Crime of Domestic Violence" to possess, or receive firearms or ammunition. "Misdemeanor crime of Domestic Violence" is generally defined as any offense – whether or not explicitly described in a statute as a crime of Domestic Violence – which has as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victims current or former domestic partner, parent or guardian. The term "convicted" is generally defined by the statute as excluding anyone whose conviction has been expunged or set aside, or has received a pardon.

This prohibition DOES apply to all Law Enforcement Officers. If this statute affects you you would not be eligible for appointment as a police officer with the Lafayette Police Department.

Have you ever been convicted of a misdemeanor crime of Domestic Violence within the meaning of the statute?

Yes\_\_\_\_\_ No \_\_\_\_\_

Signature\_\_\_\_\_

## AUTHORITY TO RELEASE INFORMATION AND WAIVER OF LIABILITY

I (PRINT NAME) \_\_\_\_\_, am an applicant for a position with the Lafayette Police Department, City of Lafayette, Indiana. The Department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Lafayette Police Department bearing this release to obtain any information in your files pertaining to my employment, financial, credit, educational, medical, polygraph, military, legal, criminal history, background and reputation. I hereby direct you to release such information upon request of the bearer. I do authorize a review of and full disclosure of all records concerning myself, whether said records are of public, private, or confidential nature and whether written, oral or electronic. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Lafayette Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to information, however personal or confidential it may appear to be. This includes investigatory files, efficiency ratings, discipline files, complaints or grievances, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, and including records or files which are deemed to be confidential, and or sealed. I direct you to release such information upon request of the Lafayette Police Department regardless of any agreement I may have made with you previously to the contrary.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information. The Lafayette Police Department may discontinue processing my application if you refuse to disclose the information requested. I agree to hold your organization; its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Lafayette Police Department. It is my intent that this release should also apply to personal recollections and information about my character, personality or suitability for the job for which I have applied that are written, oral or electronic.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

Signature \_\_\_\_\_ Witness signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_

Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME, \_\_\_\_\_ A NOTARY PUBLIC  
Signature of Notary

FOR \_\_\_\_\_ COUNTY, STATE OF \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

Printed name of Notary \_\_\_\_\_

**SEAL**

**This form is to be signed and witnessed in the presence of a Notary Public. Return with application.**

**LAFAYETTE POLICE DEPARTMENT  
EMPLOYMENT APPLICATION**

Please return to: Administrative Services Division

**20 North 6<sup>th</sup> St.  
Lafayette, Indiana**

**PERSONAL HISTORY**

To be completed in applicant's own handwriting with black or blue ink.

1. Name in Full ( Last, First, Middle)

2. All Other Names You Have Used (Aliases, nicknames, birth or maiden names other name changes)

3. Date and Place of Birth (mm/dd/yy) and (City, County, State) and attach copy of birth certificate.

4. Are You a United States Citizen? (if Naturalized Attach Copy of Naturalization Certificate)

5. Social Security Number

6. Height, Weight, Color of Eyes, Color of Hair,

7. Other Identifying Marks, Tattoo's, scars

8. Marital Status

Single ☐

Married ☐

Divorced ☐

Separated ☐

Widowed ☐

9. Spouse Name (if applicable use Maiden name of wife)

Address if different: (Street, City, State)

10. Spouse Place of Employment (including address and work telephone number)

11. Date and Location of Marriage(s) (City, County, State)

12. Date and Location of Divorce, Separation or Annulment (include which court issued decree)

13. Your Current Address: (street and number, city, state, and zip code)

14. Current Phone Numbers:

Home:

cell phone:

pager:

work:

15. **FAMILY MEMBERS:** List all family members (*Living or Deceased*) in the following order: parents, step-parents, foster parents, guardians, brothers, sisters, children, including step children, in-laws, ex-spouses and any other relative with whom a close relationship existed or exists.

[illegible]

16. **CHARACTER REFERENCES** (Do not include relatives, former employers, or persons living outside the United States) List only character references who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat the names of supervisors listed in the employment section (#18) of this application.

[illegible]



17. **RESIDENCES:** List chronologically all of your residences in the last **TEN years**. Begin with your current address and include residences while attending school if away from home and all military addresses, including off base residences. (Use mm/yy format for dates from & to.)

[illegible]

18. **EMPLOYMENT RECORD:** Beginning with your current or most recent job list your work history for the past **TEN** years. Include part-time, seasonal, temporary and all periods of unemployment. For Dates employed use mm/yy format.

a.) Dates Worked From and To:	b.) Final Salary/wage:
c.) Name, & Address of Employer:	d.) Phone Number:
e.) Job or Position Title:	
f.) Description of Duties:	
g.) Name of Supervisor and Phone Number:	
h.) Name of One or Two Co-Workers and phone numbers if known:	
i.) Reason For Leaving:	

**NOTICE: STOP**

PLEASE MAKE SURE YOU HAVE MADE AS MANY ADDITIONAL COPIES OF PAGE FOUR AS YOU WILL NEED TO LIST ALL OF YOUR JOBS.  
DO NOT CONTINUE UNLESS YOU ARE SURE YOU HAVE ENOUGH COPIES.

a.) Dates Worked From and To:	b.) Final Salary/wage:
c.) Name, & Address of Employer:	d.) Phone Number:
e.) Job or Position Title:	
f.) Description of Duties:	
g.) Name of Supervisor and Phone Number:	
h.) Name of One or Two Co-Workers and phone numbers if known:	
i.) Reason For Leaving:	

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|                                                               |                        |
|---------------------------------------------------------------|------------------------|
| a.) Dates Worked From and To:                                 | b.) Final Salary/wage: |
| c.) Name, & Address of Employer:                              | d.) Phone Number:      |
| e.) Job or Position Title:                                    |                        |
| f.) Description of Duties:                                    |                        |
| g.) Name of Supervisor and Phone Number:                      |                        |
| h.) Name of One or Two Co-Workers and phone numbers if known: |                        |
| i.) Reason For Leaving:                                       |                        |

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a.) Dates Worked From and To:	b.) Final Salary/wage:
c.) Name, & Address of Employer:	d.) Phone Number:
e.) Job or Position Title:	
f.) Description of Duties:	
g.) Name of Supervisor and Phone Number:	
h.) Name of One or Two Co-Workers and phone numbers if known:	
i.) Reason For Leaving:	

PLEASE MAKE AS MANY ADDITIONAL COPIES OF THIS PAGE AS YOU NEED TO LIST ALL OF YOUR JOBS.

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19. Have you ever been involuntarily terminated from a full or part time job, whether it was termed fired, terminated, suspended , laid off, or furloughed? If yes, describe circumstances.

20. Have you ever resigned (quit) after being informed your employer intended to discharge you? If yes, explain circumstances.

21. Have you ever had any disciplinary actions taken against you at any of your jobs? (*written reprimand, suspension with or without pay, forfeiture of benefits, or other similar actions*) If yes, Which job? Describe circumstances.

22. Do you have any reason to believe that a former employer may give you a negative job reference? If yes, name of employer and why.

23. Have you ever applied to any law enforcement or correction agency, including the Lafayette Police Department?

Name of Agency

Mo/Yr Applied

Current Status of Application

24. **EDUCATION**: List chronologically all schools you have attended. Include High Schools, College, Trade School, Vocational & other.

Dates Attended	School Name	Address	Date Graduated

Submit Grade transcripts and copy of diploma received from each.

25. List Major and Minor college courses and any other special training class you have taken or certifications you now hold.

### LPD Application Page 6

26. **Foreign Language Skills:** Do you have a working knowledge of any language other than English? \_\_\_\_\_ Which Language and what skill level?

27. **Computer Skills:** List all Operating Systems you have a working knowledge of. (Windows, Mac, Windows NT, etc.)

28. List all software titles (excluding games) you have a working knowledge of.

29. Do you have a personal E-Mail Address? List each.

30. Estimate your computer/software/internet ability or skill level. (None, beginner, intermediate, advanced)

31. Do you possess any special qualifications, professional licenses, certifications, abilities, honors, publications, etc. that are not listed elsewhere in this application and that would reflect upon your qualifications for this job?

32. **MILITARY SERVICE:**

Your Selective Service Number \_\_\_\_\_

If you have served in the Military which branch of service \_\_\_\_\_

Dates of Active Duty (month/day/years) \_\_\_\_\_

If you are still enlisted, when will you be discharged? \_\_\_\_\_

Highest Rank \_\_\_\_\_ Serial number \_\_\_\_\_

Unit(s) to which assigned and primary duty type. \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Are you eligible for reenlistment? \_\_\_\_\_

**Attach copy of Form DD214 (with reenlistment code)**

Are you or have you ever been a member of any United States Reserve or National Guard Unit? \_\_\_\_\_

Unit and Location \_\_\_\_\_

Reserve status & Obligation if any \_\_\_\_\_

Have you received ANY disciplinary action while in the military? (including Article 15's, Captain's Mast, written reprimands, etc.)

Describe Circumstances \_\_\_\_\_

Have you ever been the defendant in a court martial?\_(if yes provide date and outcome) \_\_\_\_\_

### **INFORMATION CONCERNING DRIVING STATUS AND RECORD, ARRESTS, DETENTION, AND LITIGATION**

35. List ALL vehicle operators' licenses you now hold or have held from any state or country. Provide type, State, number, & expiration date.

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36. Have you ever received a traffic ticket? \_\_\_\_\_ How many in the past 5 years? \_\_\_\_\_
37. Have you ever been involved in a traffic accident as a driver? \_\_\_\_\_ If so, how many total accidents (whether you were Judged at fault or not and whether they happened on public or private property)? \_\_\_\_\_
38. In how many of your total accidents were you judged to be the larger contributor (at fault) by the investigating officer? \_\_\_\_\_
39. Were you ever given a traffic ticket as a result of an accident? \_\_\_\_\_
40. Has your drivers license ever been suspended or revoked for any reason? \_\_\_\_\_ If so list when, and for what reason was your license suspended? \_\_\_\_\_
41. Has your license ever been placed on probation? \_\_\_\_\_ Why? \_\_\_\_\_
42. With which company do you now have automobile insurance? \_\_\_\_\_
43. Have you ever been denied automobile insurance or had your insurance revoked? \_\_\_\_\_
44. Have you ever been arrested or detained by any law enforcement agency (excluding the above stated traffic tickets)? \_\_\_\_\_  
List the place, agency, date, and details of each incident.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
45. Are you, or have you ever been a party (defendant or plaintiff) in a civil suit of any kind? \_\_\_\_\_  
List type of action, location, and date. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
46. Have you ever had a judgment entered against you as a result of a civil suit other than a divorce case? This includes "small claims, evictions, collections" or any other kind of civil court actions even if settled out of court prior to a judgment being entered by a judge or jury. List dates, location and brief facts of each case.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINANCIAL STATUS:**

47. When we check your credit history with a credit bureau how do you think the report will look? Excellent \_\_\_\_\_ Good \_\_\_\_\_  
Fair \_\_\_\_\_ Poor \_\_\_\_\_ Why? \_\_\_\_\_  
\_\_\_\_\_
48. What do you consider your current financial condition to be? Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_  
Why? \_\_\_\_\_  
\_\_\_\_\_

### LPD Application Page 8

49. Do you have a checking account? \_\_\_\_\_ Savings account? \_\_\_\_\_
50. Name of Bank including branch address where you usually do business. \_\_\_\_\_
51. Have you ever been referred to a collection agency? \_\_\_\_\_ What was the outcome? \_\_\_\_\_  
\_\_\_\_\_
52. Have you ever had any repossessions? \_\_\_\_\_ Why? \_\_\_\_\_
53. Have you ever been notified either verbally or in writing that a check signed by you has been returned by a bank marked "insufficient funds"? \_\_\_\_\_
54. Have you ever voluntarily or involuntarily declared Bankruptcy? \_\_\_\_\_ If yes, declared under what chapter? \_\_\_\_\_
55. If yes, detail each occurrence (who, what, when, where, why and status). \_\_\_\_\_  
\_\_\_\_\_
56. Are you renting \_\_\_\_\_ or buying \_\_\_\_\_ your home? (mark appropriate space) Monthly rent or mortgage payment. \_\_\_\_\_
57. How was your post high school education financed? \_\_\_\_\_
58. Are you responsible for making child support payments? \_\_\_\_\_ Are you current on your payments? \_\_\_\_\_

**At a point later in the application process you will be required to order a credit report from one of the national credit reporting agencies and have said report mailed directly to the Administrative Services Division of the Lafayette Police Department to be added to your application information.**

59. List Extra-curricular clubs and activities you participated in during high school and college. Include sports and hobbies as well as professional, trade, business or civic organizations to which you have belonged during the past 5 years. (exclude memberships that would reveal race, religion, national origin, or any other similarly protected status)

Organization or activity	specify any offices held

## LPD Application Page 9

On a separate sheet of white, lined, 8 ½ x11 paper, please answer the following 3 questions. The answers must be in your own handwriting. Limit your answers to no more than one page per question and return the pages attached to the application following this page. Sign the bottom of each essay page.

60. The Lafayette Police Department has a rule of conduct that limits and describes the acceptable use of alcohol by members of the department while off duty. (Rule 14). Do you believe police officers should be held to a higher standard of conduct than an ordinary citizen in matters of conduct while they are away from their job? Describe why or why not. Would you find it difficult to follow rules that might seem to limit your personal freedom while off duty?

61. Describe both your strengths and your weaknesses and provide examples of how they might affect your job performance as a police officer.

62. There are many opportunities in areas of law enforcement across the country. Many local and state agencies are larger or smaller, more rural, more metropolitan or may be, in many other ways, different than the Lafayette Police Department. You could seek work with one of the many federal law enforcement agencies, (DEA, FBI, Border Patrol, Customs, ATF, for example) but have applied to our department. Describe what it is about our department and our community that makes us either more or less attractive to you than other agencies. Be as specific as you can.

63. What have you done during the past 4 years to prepare yourself for a career in law enforcement.

End of application

I certify that I have completed the forgoing application truthfully and completely.

Signature of Applicant\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Use a separate attached sheet for Any parts of this application that need additional space to answer in a complete manner or that need any additional explanation.

**Affix recent photograph here.**

Aprox 2 inches x 2 inches

**APPLICANT STATEMENT OF TRUTHFULNESS**

**To be returned with completed application**

*Please Read the following statement and sign to certify your understanding. This statement is to be signed in the presence of a Notary Public.*

**I certify that all information I have provided in order to apply for and secure work with the Lafayette Police Department is true, complete and correct.**

I understand that all the information I have provided is subject to verification and that any information found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application, or 2) if already appointed; I may be subject to discharge from employment.

I have expressly authorized, without reservation, the Lafayette Police Department, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews. I have signed a RELEASE OF INFORMATION WAIVER FORM, which is also attached to this application.

I understand that the Lafayette Police Department does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal law.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

Before me the undersigned, a Notary Public for \_\_\_\_\_ County,

State of \_\_\_\_\_, personally appeared \_\_\_\_\_  
Printed name of applicant

And he/she being first duly sworn by me upon his/her oath certified he/she read, and fully understands and accepts all terms of the foregoing Applicant Statement.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary Public

SEAL

My commission Expires \_\_\_\_\_

**Application and Information Package for Lafayette Police Department**



## Instructions and General Information

This package contains the following items.

1. Application form containing 9 pages
2. Applicant Statement of Truthfulness: to be signed, notarized, & returned with application
3. Physical Agility Test Waiver: to be signed, witnessed, & returned with application
4. Misdemeanor domestic violence notice: to be signed & returned with application
5. Authority to Release Information & Waiver: to be signed, notarized & returned with application
6. Equal Opportunity Statement of the City of Lafayette
7. Information concerning the application process
8. Information concerning the physical agility testing procedure

In addition to the first five items listed above the following documents must also be included. Applications that are missing any of these items will be considered incomplete and will not be processed.

1. Copy of applicant's birth certificate.
2. Copy of High School Diploma or GED certificate
3. High School Grade Transcripts (certified copy from school).
4. Copy of College Transcripts & Diploma, if applicable
5. Copy of form DD-214 (military service) showing re-enlistment code, if applicable.
6. Copy of current Drivers License
7. Copy of certificates of training, Including Academy Certificate and grade transcripts from law enforcement academy. (PRIOR OR CURRENT POLICE OFFICERS ONLY)

If you have difficulty providing any of the requested documents please contact a member of the Administrative Services Division for direction prior to returning the application.

The application form and the 3 essay questions are to be completed in the applicant's own handwriting in black or blue ink. Print or write as neatly as you can. Do not type. If you are unsure how to answer a question contact a member of the Administrative Services Division, Monday through Friday, between 8:00am and 4:00pm.

It is suggested you make an extra copy the entire 9-page application prior to filling out any portions. Please read all enclosed material carefully. This information should answer most of the frequently asked questions. If you need more information you may contact Sgt. Robinson, Lt. Weaver, or Captain Gibson of the Administrative Services Division. (765-476-4534, 765-476-4412, or 765-476-4424) e-mail [grobinson@city.lafayette.in.us](mailto:grobinson@city.lafayette.in.us)

We will accept applications up to 4:00pm Monday, April 1. With PRIOR approval that deadline may be extended to the registration period for the written testing. Please bring a picture ID to the test registration. **YOU MAY NOT BE ALLOWED TO TEST WITHOUT PROPER IDENTIFICATION.**

**The next testing day will be Saturday, April 6, 2002 (APPLICANT POOL 2002-1)**

The following two pages contain additional testing information including time, location and procedure. The physical agility test will begin as soon as you have finished the written testing. There will be a place to change clothing. Please bring appropriate clothing for the physical agility test, including shoes.

The written aptitude test will be administered November 11, 2000 at Lafayette Jefferson High School, 1801 South 18<sup>th</sup> street, Lafayette. Room LGI (south entrance to the school). Applicants will need to submit payment to participate in the testing process. Applicants should bring \$20 in cash, Check, or money order payable to IPSP, Inc.

**The schedule for the written aptitude test is as follows:**

8:30 a.m. to 8:50 a.m.	Registration
8:50 a.m. to 9:00 a.m.	Instructions
9:00 a.m. to 12:30 p.m.	Study Period
12:30 p.m. to 1:30 p.m.	Lunch break
1:30 p.m. to 1:45 p.m.	Check in
1:45 p.m. to 2:00p.m.	Instructions
2:00 p.m. to 4:30 p.m.	Examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the test date.

The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given three and one half (3 ½) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test which will be administered during the afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper, which will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session you may take as many breaks as you like. Please note, however, that these breaks will shorten the amount of time you will have for studying. You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the afternoon test.

Applicants will be given one hour for lunch. Lunch will not be provided. Instead, you will be required to leave the test site and to provide your own lunch. There are a number of restaurants in the immediate area and directions will be available. The afternoon session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have two and one half (2 ½) hours to complete the examination.

All questions on the examination will be drawn directly from materials provided during the morning study session. You must learn the study material presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam in the afternoon if you did not attend and register for the morning study session.

**Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notebook paper and pencils will be provided to you.**

Some tips that might help make your test date more comfortable and successful:

1. Answer every question on the test, even if you have to guess-there is no penalty for guessing.
2. Take your time- there should be plenty of time in both the study session and the test period.
3. Bring money to buy lunch – lunch will not be provided.
4. Arrange for transportation – you may need a ride to restaurants
5. Listen carefully to the monitor's instructions.
6. Make certain your answers are entered into the correct spaces on the answer sheet
7. If you have trouble with a particular question, skip it and return to it later
8. Be certain that you really understand the material in the Study Guide.
9. Get a good night's rest before the test. If you work the night shift try to have the night before the test off.
10. Try to relax as much as possible during the test.

Testing will take all day so be sure to wear comfortable clothing. Bring along a picture identification such as a drivers license. **Agility Testing will begin after you have completed the written testing. After you have completed all stages of the agility test you will be excused. You will be notified in writing of your success or failure of the written test and will be scheduled for the polygraph examination by phone. Please keep LPD notified of any address or phone changes after you submit an application.**

**We must have a signed waiver of liability form before you will be allowed to participate in the agility test.**

# Physical Agility Testing

The Lafayette Police Civil Service Commission has adopted a rule requiring a physical agility testing of every applicant. The testing will gauge muscular strength, muscular endurance, cardiovascular endurance and musculoskeletal flexibility. The standards set for successful completion of this agility test are those of the Indiana Law Enforcement Training Board and are the requirements set for successful completion of the of the Basic Course (Police Academy).

## FREQUENTLY ASKED QUESTIONS:

### *Why was this physical fitness test selected?*

In 1998 Indiana's Law Enforcement Training Board examined the need for physical fitness standards for successful completion of the Basic Course. It was determined to be of utmost importance to implement test/standards/programs that differentiate between those who can and cannot do the job of a police officer regardless of age, gender, race or disability.

Public safety studies consistently show several critical physical tasks that are job related and essential functions of the job.

Sustained pursuit.....	Aerobic power
Sprints.....	Anaerobic power
Dodging.....	Aerobic/anaerobic power and flexibility
Lifting and carrying.....	Muscular strength and endurance/anaerobic power
Dragging, pulling and pushing.....	Muscular strength and endurance/anaerobic power
Jumping and vaulting.....	Anaerobic power/leg power and strength
Crawling.....	Muscular endurance/flexibility
Use of Force.....	Muscular strength and endurance/aerobic and anaerobic power

The test designed by LETB has scientific evidence for having construct and criterion validity as measuring job related factors, and the established norms are scientifically valid norms based on general law enforcement samples.

### *What are the physical fitness requirements established for this test?*

There are five (5) physical fitness components that will be measured as a battery of tests. Applicants should understand that these tests will involve periods of physical exertion and that, as with any physical activity, certain risks are inherent. Applicants will be expected to read, and sign the enclosed Waiver Form and return it with the application. Persons who do not sign and return the Waiver Form will be excluded from the testing and will therefore be dropped from consideration. The physical agility tests will be conducted at the conclusion of the written aptitude testing and will be given in the order shown below.

1. **Vertical Jump.** This measures leg power and consists of measuring how high a person can jump.
2. **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While laying on his/her back, the student will be given one (1) minute to do as many bent leg situps as possible.
3. **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
4. **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push ups as possible until muscular failure.
5. **1.5 Mile Run.** This measures aerobic power or cardiovascular endurance (stamina over time.) To complete this component you must run/walk, as fast as possible, a distance of 1.5 miles.

### Minimum Passing Performance

Vertical Jump	16 inches
One Minute Sit Ups	29
300 Meter Run	71 Seconds
Maximum Push Ups	25
1.5 Mile Run	16 minutes 28 seconds

Since the failure to meet the above standards will result in your disqualification it is imperative to begin training NOW. We recommend you see your personal physician prior to beginning any physical fitness program. Some general guidelines for achieving the above stated goals include the following. Start Slowly; Too much too soon is the biggest cause of injury. Have a planned progressive program. Equipment; A good pair of running shoes and proper clothing for weather conditions is important. Drink plenty of water. Exercise; The body is exercise specific. Work on exercises such as running, push-ups, jumping, and sit-ups. Begin slowly and work up to your maximum goal. For example, begin by walking rapidly for 30 minutes, five times a week. After the first week, progress to walking and jogging at equal intervals. The goal is to build up to jogging 30 to 40 minutes, five times a week. Test yourself for the maximum number of continuous push-ups and sit-ups you can do. Take half those numbers and do exercises five days per week and add one repetition each day. After two weeks, start with two sets and continue to add one repetition per session.

Take an honest appraisal of your current abilities and what you feel you may be able to perform by test day. The stated goals are not difficult and will be reached by the majority of applicants. Some applicants will require more training and preparation to meet these goals than others. If your desire is to become a police officer in the state of Indiana these are the goals you must reach. If, in your own assessment, you feel you may not be able to reach these goals by test day it might be better for you to continue training until a future test. The Lafayette Police Department offers one or two tests per year, almost every year.

For more information see the **ILEA (Indiana Law Enforcement Academy)** web site.

End of Information Package.

**RETAIN THE INFORMATION PAGES FOR YOUR RECORDS.**

**RETURN ONLY THE APPLICATION , Pages 1 through 9, ALL SIGNATURE FORMS AND YOUR ESSAY QUESTIONS.**

**PLEASE VISIT OUR WEB SITE FOR FURTHER INFORMATION, CHANGES AND OTHER INFORMATION WILL BE POSTED THERE.**

**<http://www.city.lafayette.in.us/lpd/>**